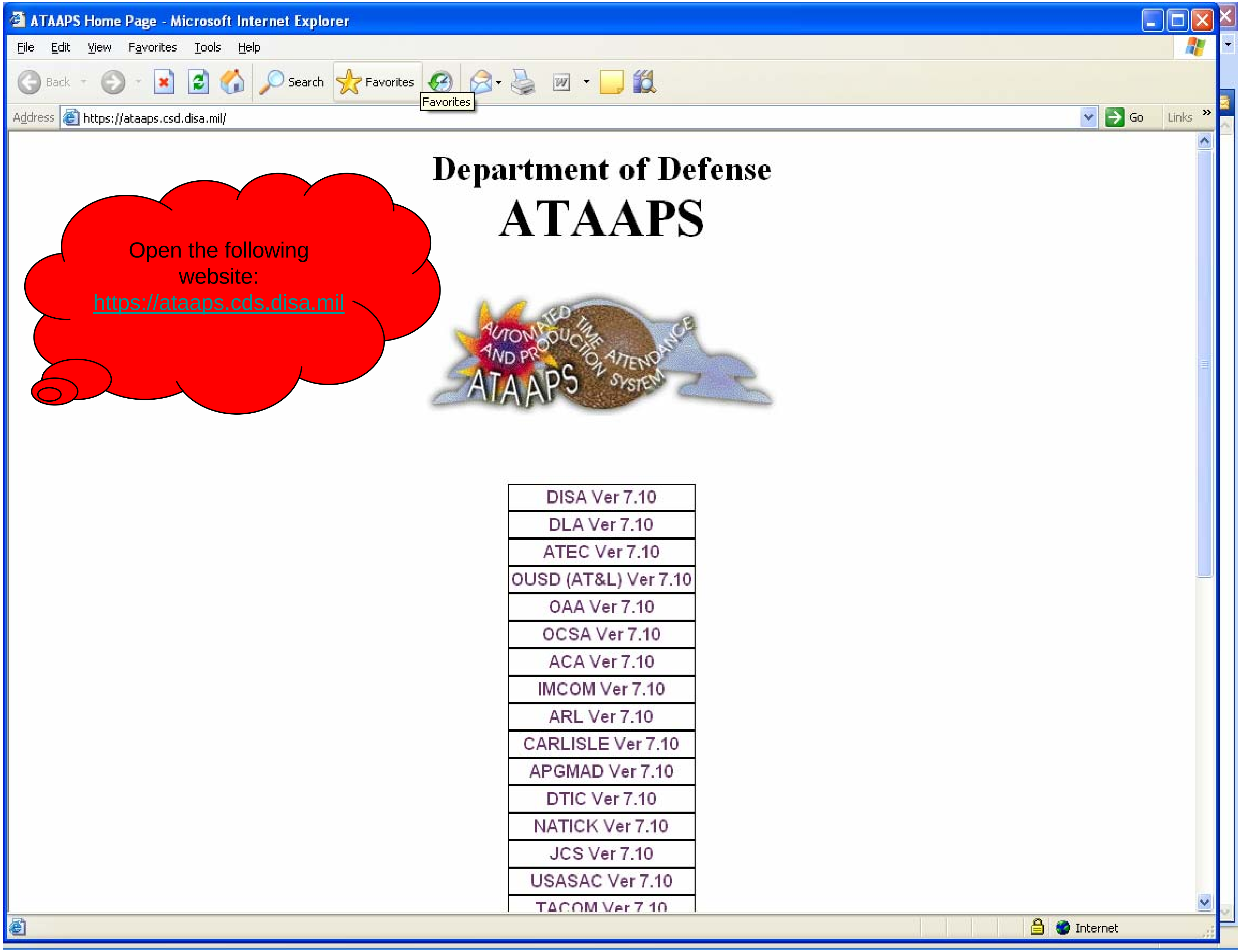
ATAAPS TRAINNG

Inputting Labor hours

Labor Input

Straight 8 hours: Mon - Fri


ATAAPS Home Page - Microsoft Internet Explorer
File Edit View Favorites Tools Help
Back
Search
Favorites
Favorites
Address
Go
Links
Internet

Address: https://ataaps.csd.disa.mil/

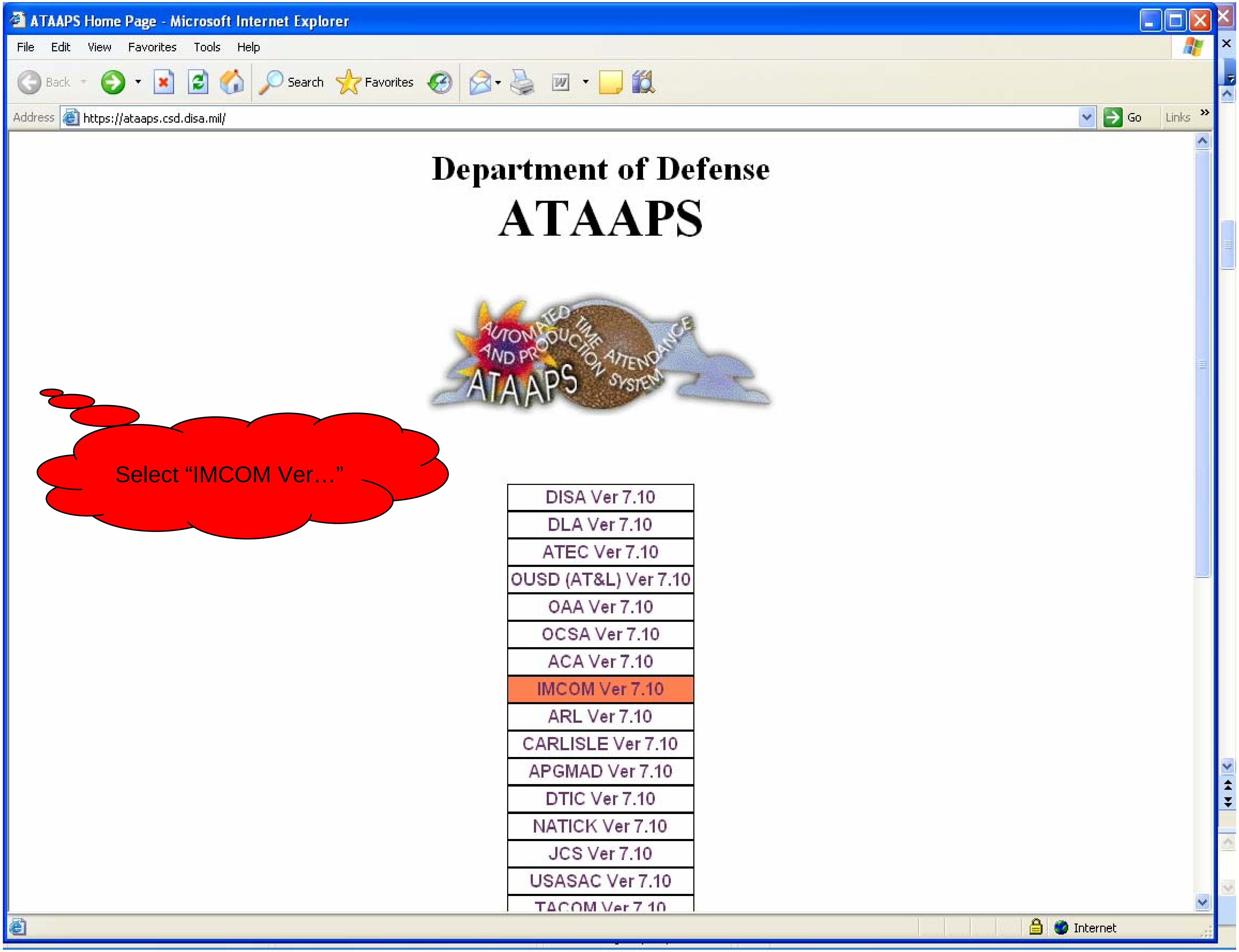
Open the following website: https://ataaps.cds.disa.mil

Department of Defense

ATAAPS

AUTOMATED TIME ATTENDANCE AND PRODUCTION SYSTEM
ATAAPS

DISA Ver 7.10
DLA Ver 7.10
ATEC Ver 7.10
OUSD (AT&L) Ver 7.10
OAA Ver 7.10
OCSA Ver 7.10
ACA Ver 7.10
IMCOM Ver 7.10
ARL Ver 7.10
CARLISLE Ver 7.10
APGMAD Ver 7.10
DTIC Ver 7.10
NATICK Ver 7.10
JCS Ver 7.10
USASAC Ver 7.10
TACOM Ver 7.10

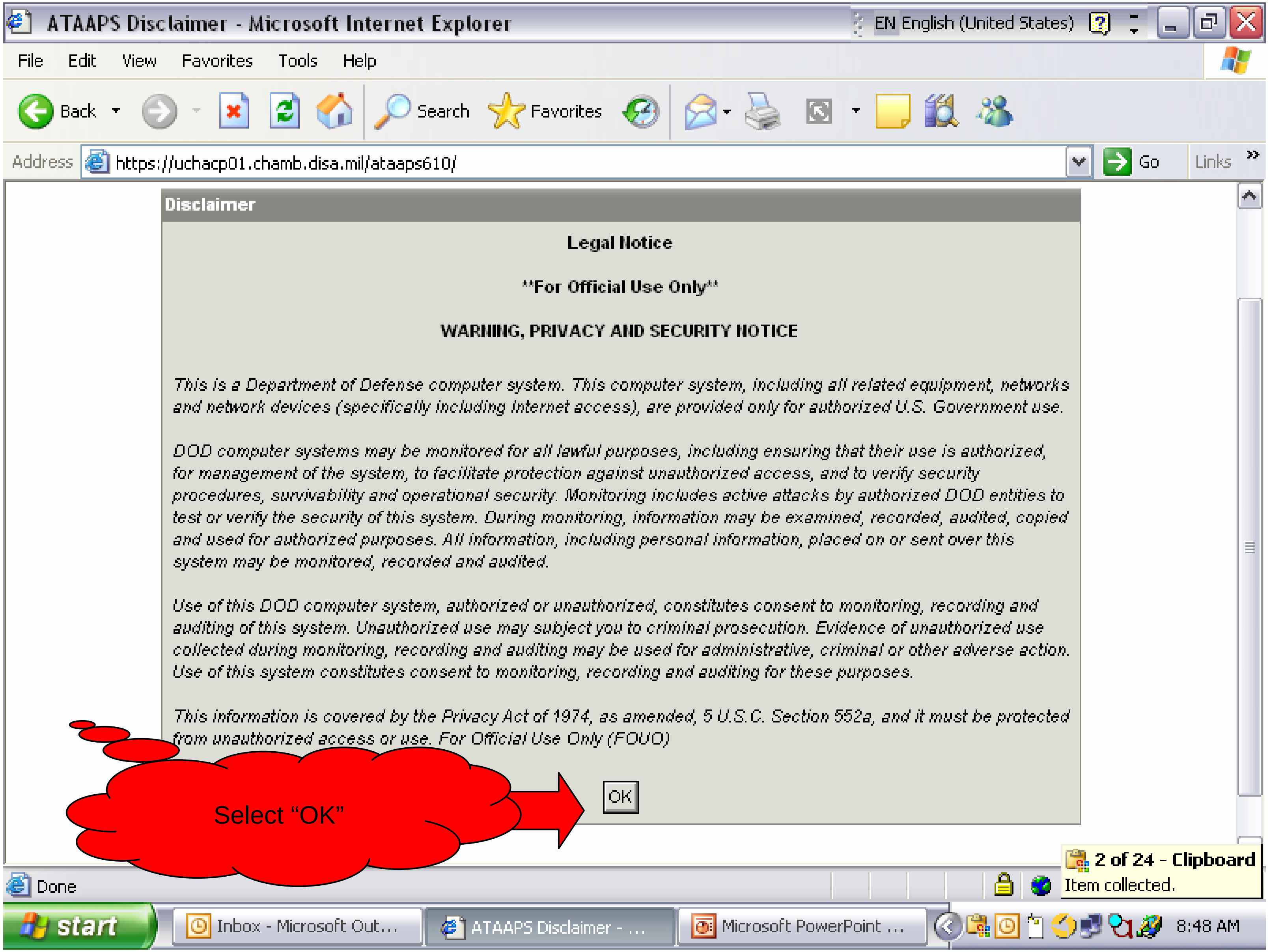

ATAAPS Home Page - Microsoft Internet Explorer
File Edit View Favorites Tools Help
Back Search Favorites
Address https://ataaps.csd.disa.mil/
Go Links
Internet
AUTOMATED TIME ATTENDANCE AND PRODUCTION SYSTEM
ATAAPS

Department of Defense

ATAAPS

Select "IMCOM Ver…"

- DISA Ver 7.10
- DLA Ver 7.10
- ATEC Ver 7.10
- OUSD (AT&L) Ver 7.10
- OAA Ver 7.10
- OCSA Ver 7.10
- ACA Ver 7.10
- IMCOM Ver 7.10
- ARL Ver 7.10
- CARLISLE Ver 7.10
- APGMAD Ver 7.10
- DTIC Ver 7.10
- NATICK Ver 7.10
- JCS Ver 7.10
- USASAC Ver 7.10
- TACOM Ver 7.10


ATAAPS Disclaimer - Microsoft Internet Explorer
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https://uchacp01.chamb.disa.mil/ataaps610/
Go
Links
Done
2 of 24 - Clipboard
Item collected.
start
Inbox - Microsoft Out...
ATAAPS Disclaimer - ...
Microsoft PowerPoint ...
8:48 AM

Disclaimer

Legal Notice

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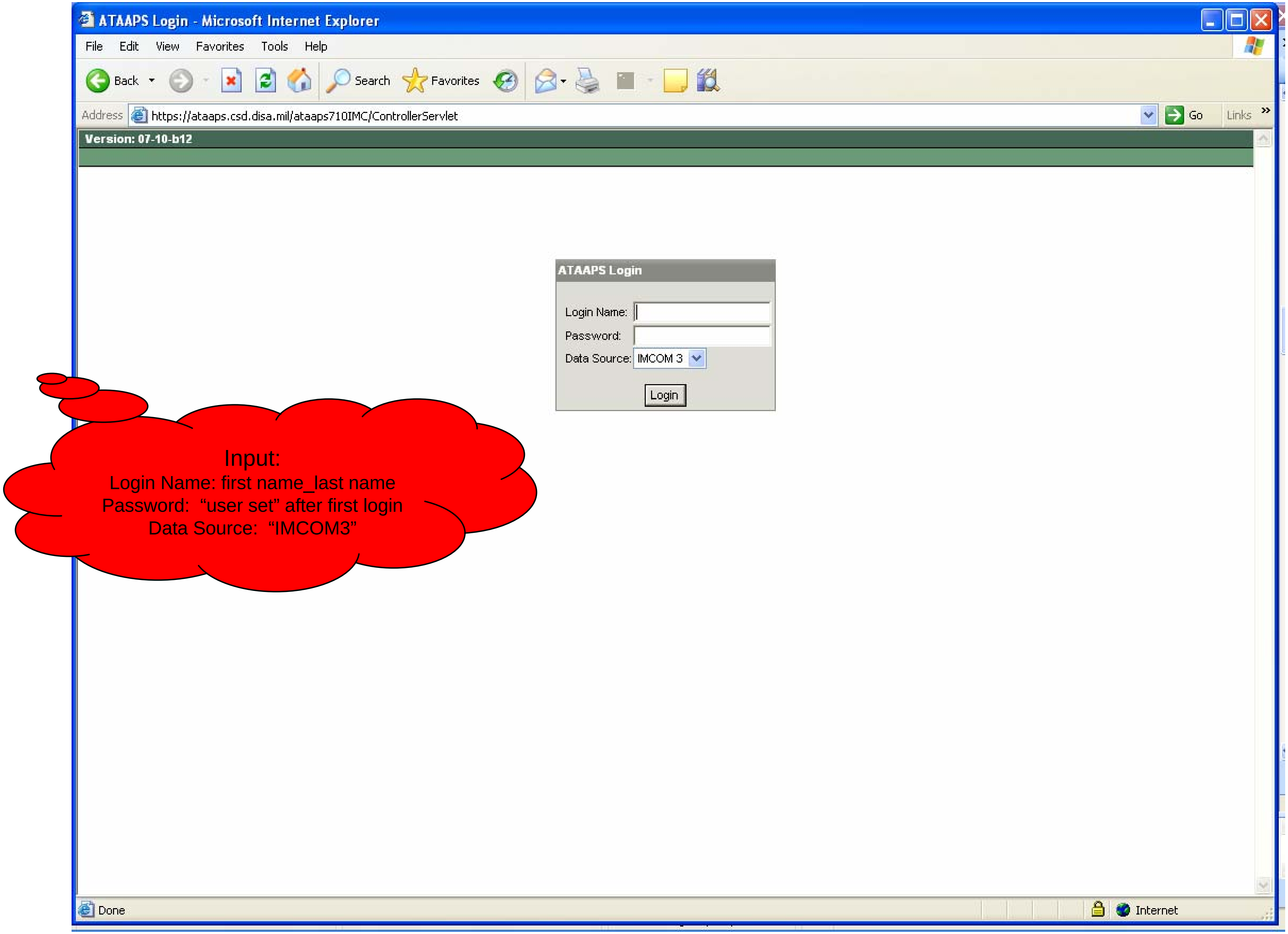
OK

Select “OK”


ATAAPS Login - Microsoft Internet Explorer
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Favorites
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Login
Done
Internet

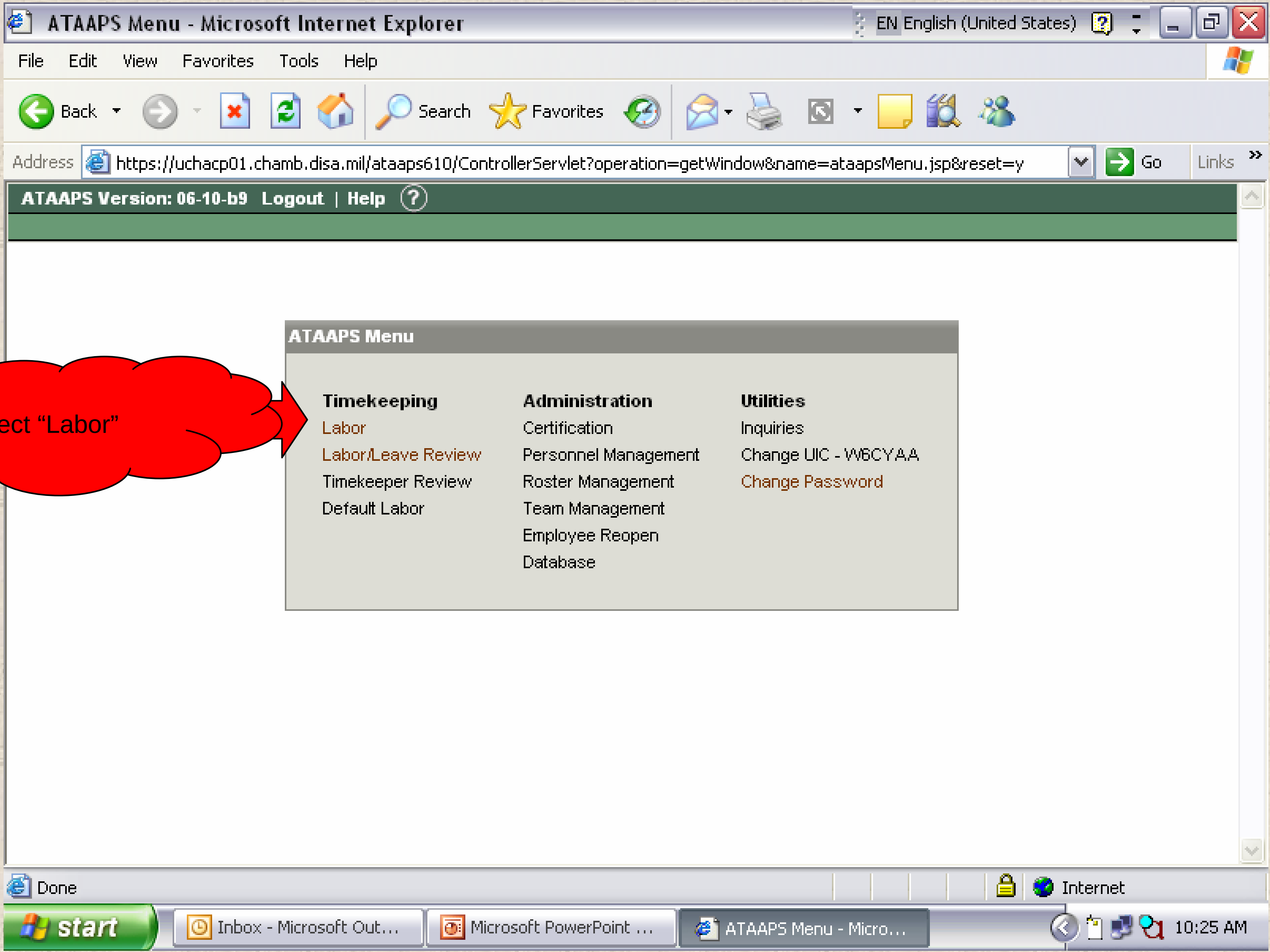
Address: https://ataaps.csd.disa.mil/ataaps710IMC/ControllerServlet

Version: 07-10-b12

ATAAPS Login

Login Name:
Password:
Data Source: IMCOM 3

Input:
Login Name: first name_last name
Password: "user set" after first login
Data Source: "IMCOM3"


ATAAPS Menu - Microsoft Internet Explorer
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start
Inbox - Microsoft Out...
Microsoft PowerPoint ...
ATAAPS Menu - Micro...
10:25 AM

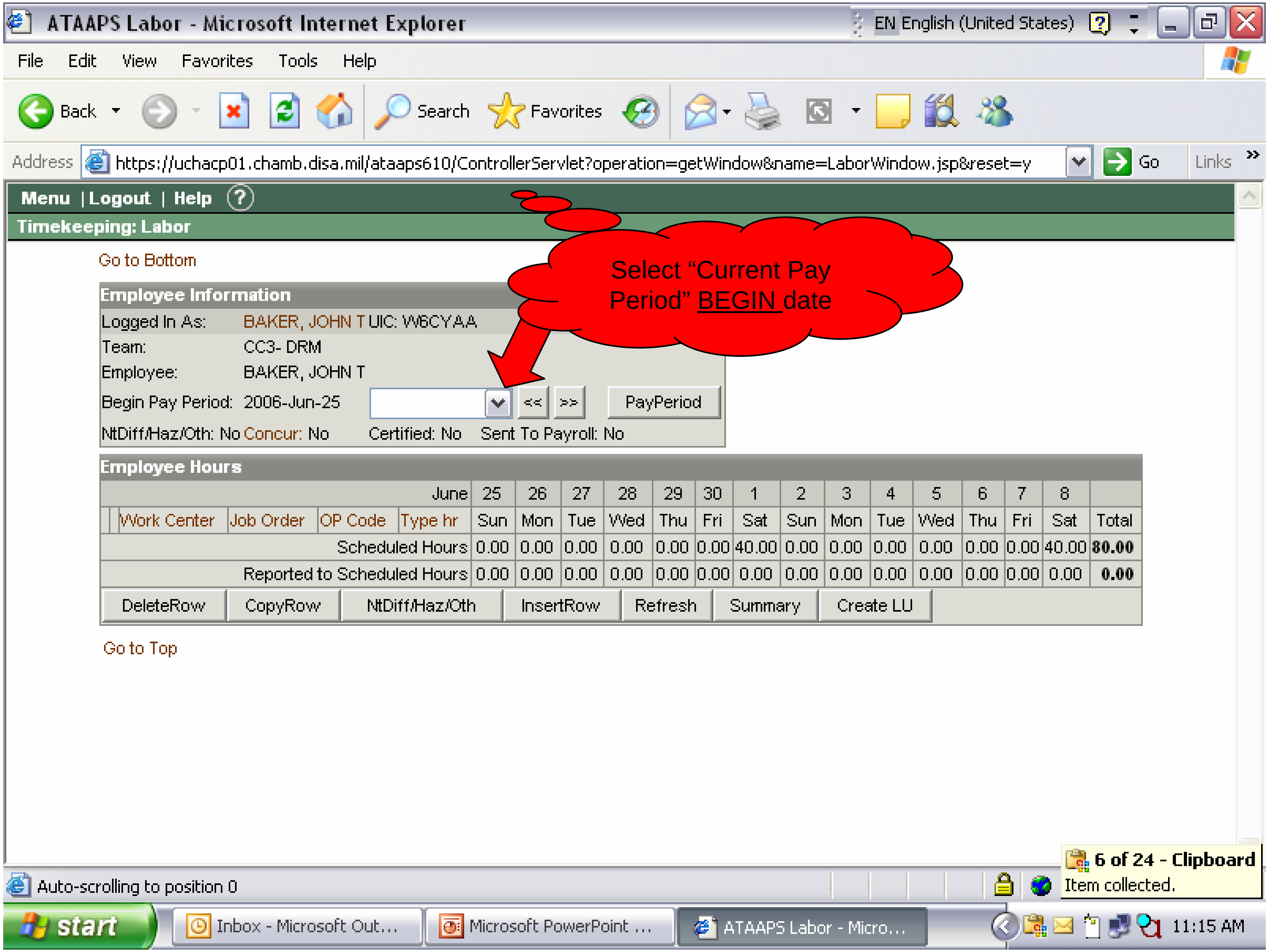
https://uchacp01.chamb.disa.mil/ataaps610/ControllerServlet?operation=getWindow&name=ataapsMenu.jsp&reset=y

ATAAPS Version: 06-10-b9 **Logout** | **Help**

ATAAPS Menu

Timekeeping	**Administration**	**Utilities**
Labor	Certification	Inquiries
Labor/Leave Review	Personnel Management	Change UIC - W6CYAA
Timekeeper Review	Roster Management	Change Password
Default Labor	Team Management	
	Employee Reopen	
	Database	

Select “Labor”


ATAAPS Labor - Microsoft Internet Explorer
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File Edit View Favorites Tools Help
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Inbox - Microsoft Out...
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ATAAPS Labor - Micro...
11:15 AM
6 of 24 - Clipboard
Item collected.

Select “Current Pay Period” BEGIN date

https://uchacp01.chamb.disa.mil/ataaps610/ControllerServlet?operation=getWindow&name=LaborWindow.jsp&reset=y

Timekeeping: Labor

Go to Bottom

Employee Information

Logged In As: BAKER, JOHN T UIC: W6CYAA
Team: CC3- DRM
Employee: BAKER, JOHN T
Begin Pay Period: 2006-Jun-25 << >> PayPeriod
NtDiff/Haz/Oth: No Concur: No Certified: No Sent To Payroll: No

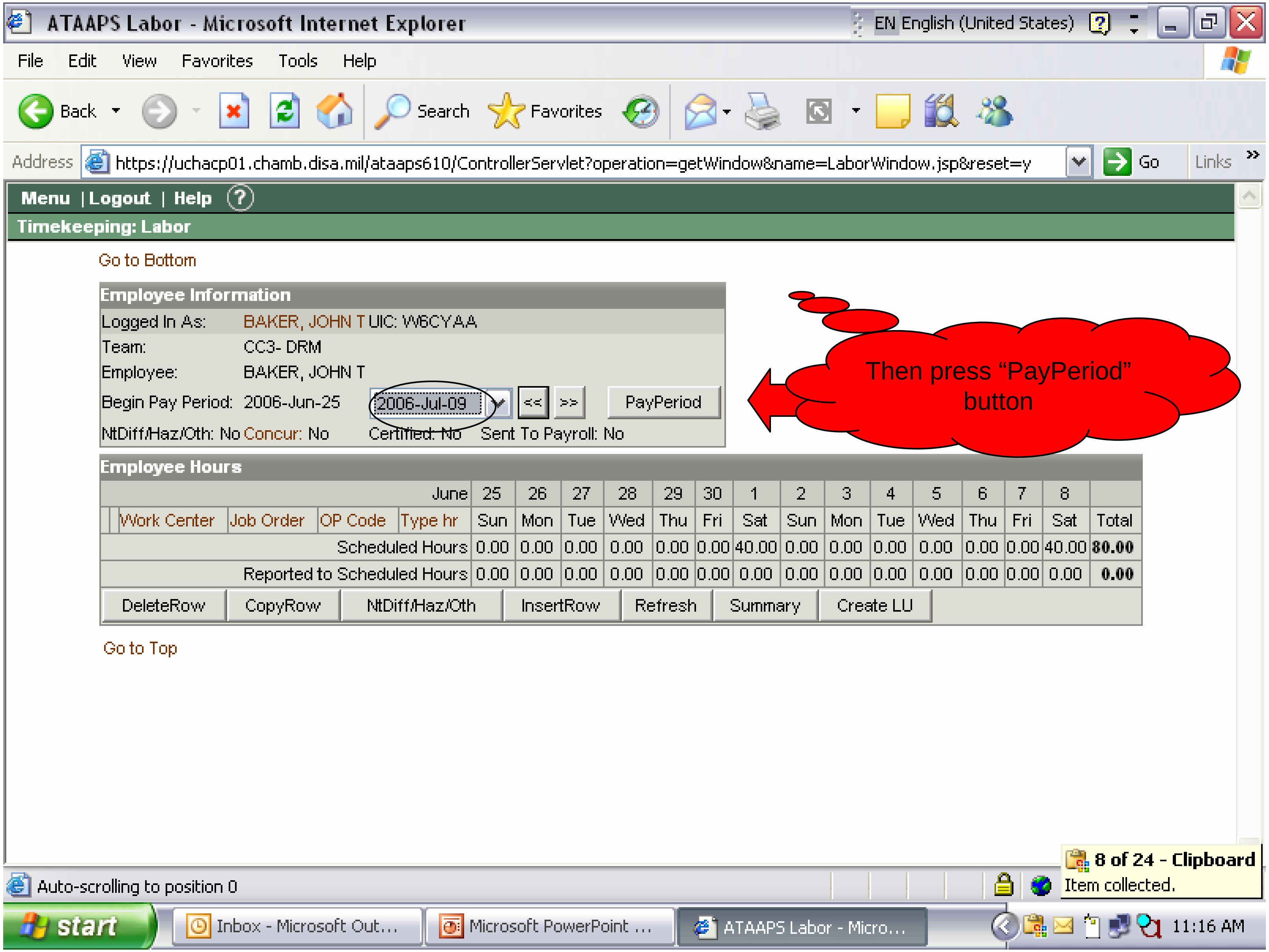
Employee Hours

				June	25	26	27	28	29	30	1	2	3	4	5	6	7	8	
Work Center	Job Order	OP Code	Type hr		Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Total
				Scheduled Hours	0.00	0.00	0.00	0.00	0.00	0.00	40.00	0.00	0.00	0.00	0.00	0.00	0.00	40.00	**80.00**
				Reported to Scheduled Hours	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	**0.00**

DeleteRow CopyRow NtDiff/Haz/Oth InsertRow Refresh Summary Create LU

Go to Top

Auto-scrolling to position 0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NtDiff/Haz/Oth
InsertRow
Refresh
Summary
Create LU
Go to Top
start
Inbox - Microsoft Out...
Microsoft PowerPoint ...
ATAAPS Labor - Micro...
11:16 AM

https://uchacp01.chamb.disa.mil/ataaps610/ControllerServlet?operation=getWindow&name=LaborWindow.jsp&reset=y

Timekeeping: Labor

Employee Information

Logged In As: BAKER, JOHN T UIC: W6CYAA
Team: CC3- DRM
Employee: BAKER, JOHN T
Begin Pay Period: 2006-Jun-25 2006-Jul-09
NtDiff/Haz/Oth: No Concur: No Certified: No Sent To Payroll: No

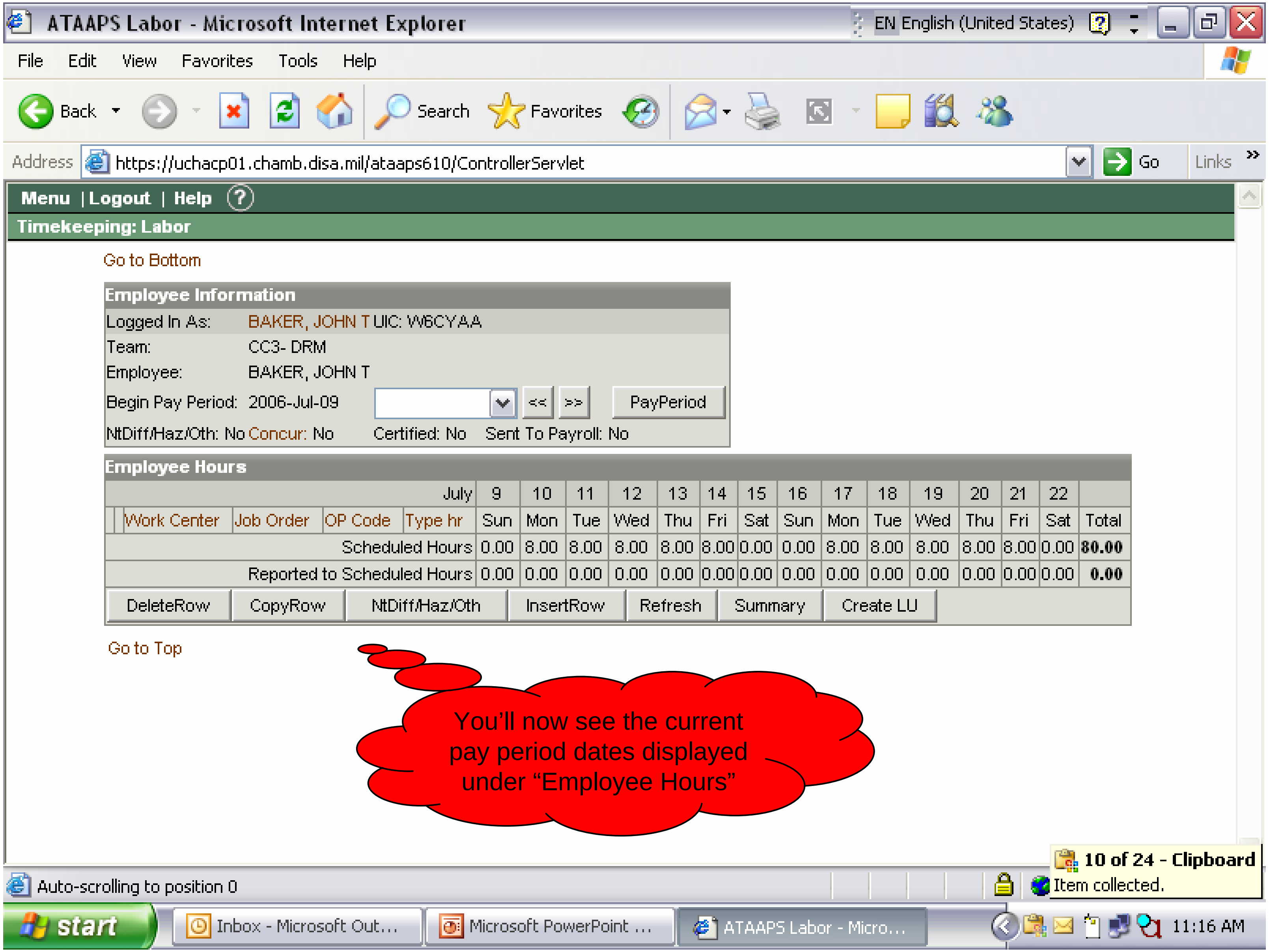
Employee Hours

			June	25	26	27	28	29	30	1	2	3	4	5	6	7	8	
Work Center	Job Order	OP Code	Type hr	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Total
			Scheduled Hours	0.00	0.00	0.00	0.00	0.00	0.00	40.00	0.00	0.00	0.00	0.00	0.00	0.00	40.00	**80.00**
			Reported to Scheduled Hours	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	**0.00**

Auto-scrolling to position 0

8 of 24 - Clipboard
Item collected.

Then press “PayPeriod” button


ATAAPS Labor - Microsoft Internet Explorer
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InsertRow
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Create LU
PayPeriod
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Go to Bottom
Go to Top
start
Inbox - Microsoft Out...
Microsoft PowerPoint ...
ATAAPS Labor - Micro...
11:16 AM

https://uchacp01.chamb.disa.mil/ataaps610/ControllerServlet

Timekeeping: Labor

Employee Information

Logged In As: BAKER, JOHN T UIC: W6CYAA

Team: CC3- DRM

Employee: BAKER, JOHN T

Begin Pay Period: 2006-Jul-09

NtDiff/Haz/Oth: No Concur: No Certified: No Sent To Payroll: No

Employee Hours

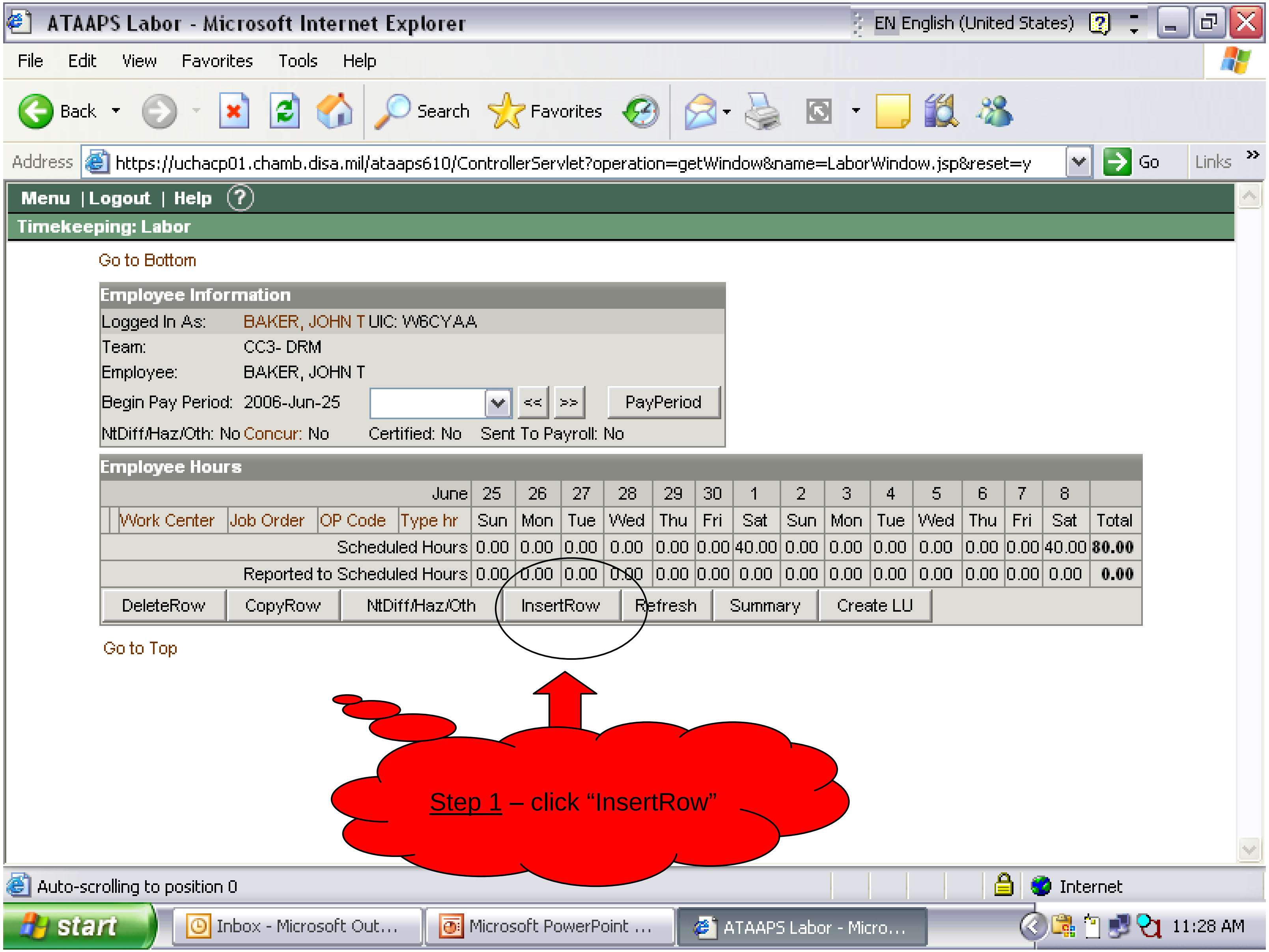
			July	9	10	11	12	13	14	15	16	17	18	19	20	21	22	
Work Center	Job Order	OP Code	Type hr	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Total
			Scheduled Hours	0.00	8.00	8.00	8.00	8.00	8.00	0.00	0.00	8.00	8.00	8.00	8.00	8.00	0.00	**80.00**
			Reported to Scheduled Hours	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	**0.00**

Auto-scrolling to position 0

10 of 24 - Clipboard
Item collected.

You'll now see the current pay period dates displayed under "Employee Hours"

Labor Input


ATAAPS Labor - Microsoft Internet Explorer
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https://uchacp01.chamb.disa.mil/ataaps610/ControllerServlet?operation=getWindow&name=LaborWindow.jsp&reset=y
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Links
Menu | Logout | Help
Auto-scrolling to position 0
Internet
start
Inbox - Microsoft Out...
Microsoft PowerPoint ...
ATAAPS Labor - Micro...
11:28 AM

Timekeeping: Labor

Go to Bottom

Employee Information

Logged In As:	BAKER, JOHN T UIC: W6CYAA
Team:	CC3- DRM
Employee:	BAKER, JOHN T
Begin Pay Period:	2006-Jun-25

<<
>>
PayPeriod

NtDiff/Haz/Oth: No Concur: No Certified: No Sent To Payroll: No

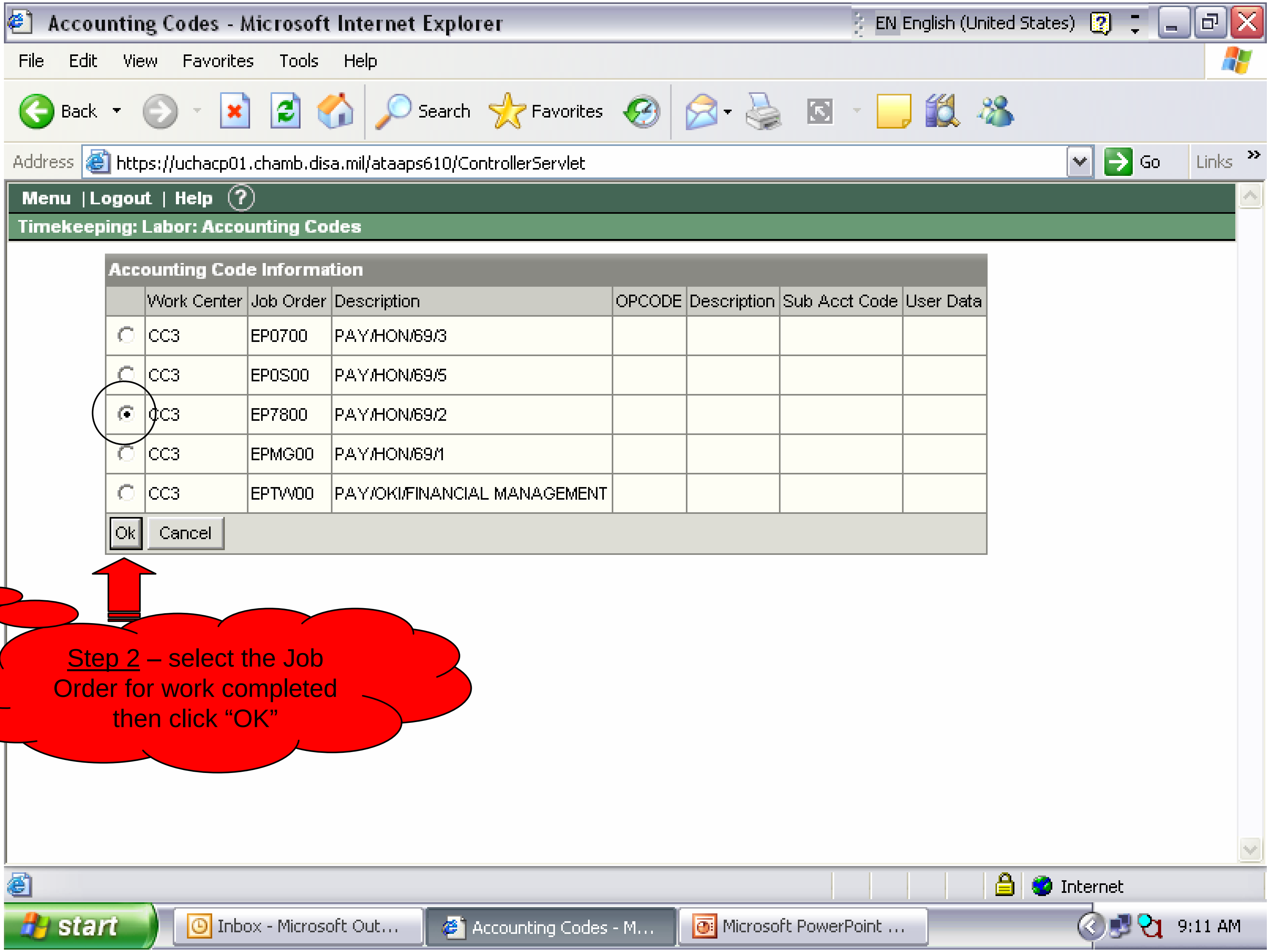
Employee Hours

Work Center	Job Order	OP Code	Type hr		25	26	27	28	29	30	1	2	3	4	5	6	7	8	
				June	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Total
				Scheduled Hours	0.00	0.00	0.00	0.00	0.00	0.00	40.00	0.00	0.00	0.00	0.00	0.00	0.00	40.00	**80.00**
				Reported to Scheduled Hours	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	**0.00**

DeleteRow
CopyRow
NtDiff/Haz/Oth
InsertRow
Refresh
Summary
Create LU

Go to Top

Step 1 – click "InsertRow"


Accounting Codes - Microsoft Internet Explorer
EN English (United States)
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Inbox - Microsoft Out...
Accounting Codes - M...
Microsoft PowerPoint ...
9:11 AM

https://uchacp01.chamb.disa.mil/ataaps610/ControllerServlet

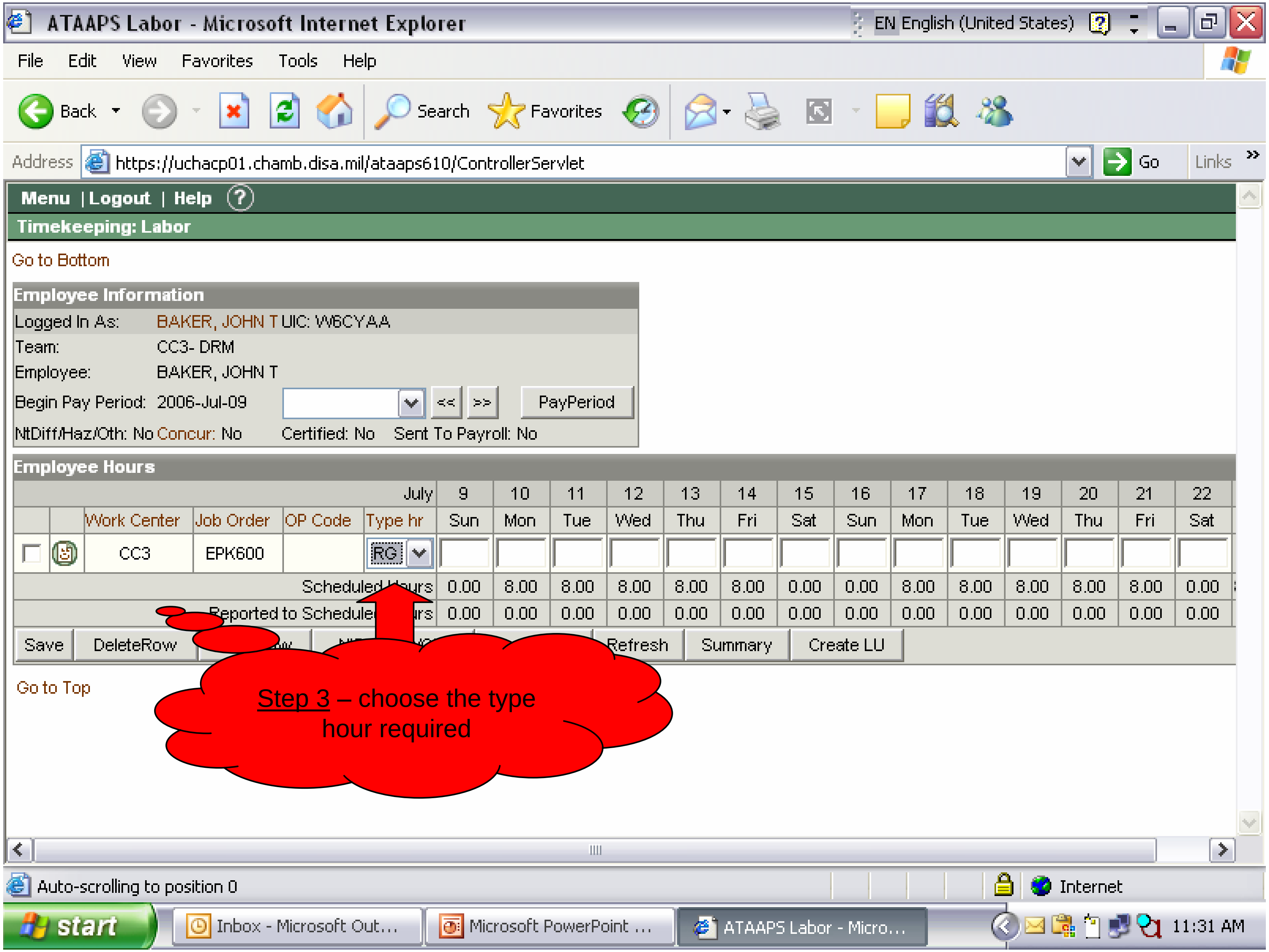
Timekeeping: Labor: Accounting Codes

Accounting Code Information

	Work Center	Job Order	Description	OPCODE	Description	Sub Acct Code	User Data
○	CC3	EP0700	PAY/HON/69/3				
○	CC3	EP0S00	PAY/HON/69/5				
●	CC3	EP7800	PAY/HON/69/2				
○	CC3	EPMG00	PAY/HON/69/1				
○	CC3	EPTW00	PAY/OKI/FINANCIAL MANAGEMENT				

Ok
Cancel

Step 2 – select the Job Order for work completed then click “OK”


ATAAPS Labor - Microsoft Internet Explorer
EN English (United States)
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Menu | Logout | Help
Timekeeping: Labor
Go to Bottom
Employee Information
Employee Hours
Save
DeleteRow
Refresh
Summary
Create LU
Go to Top
Auto-scrolling to position 0
Internet
start
Inbox - Microsoft Out...
Microsoft PowerPoint ...
ATAAPS Labor - Micro...
11:31 AM

Address: https://uchacp01.chamb.disa.mil/ataaps610/ControllerServlet

Timekeeping: Labor

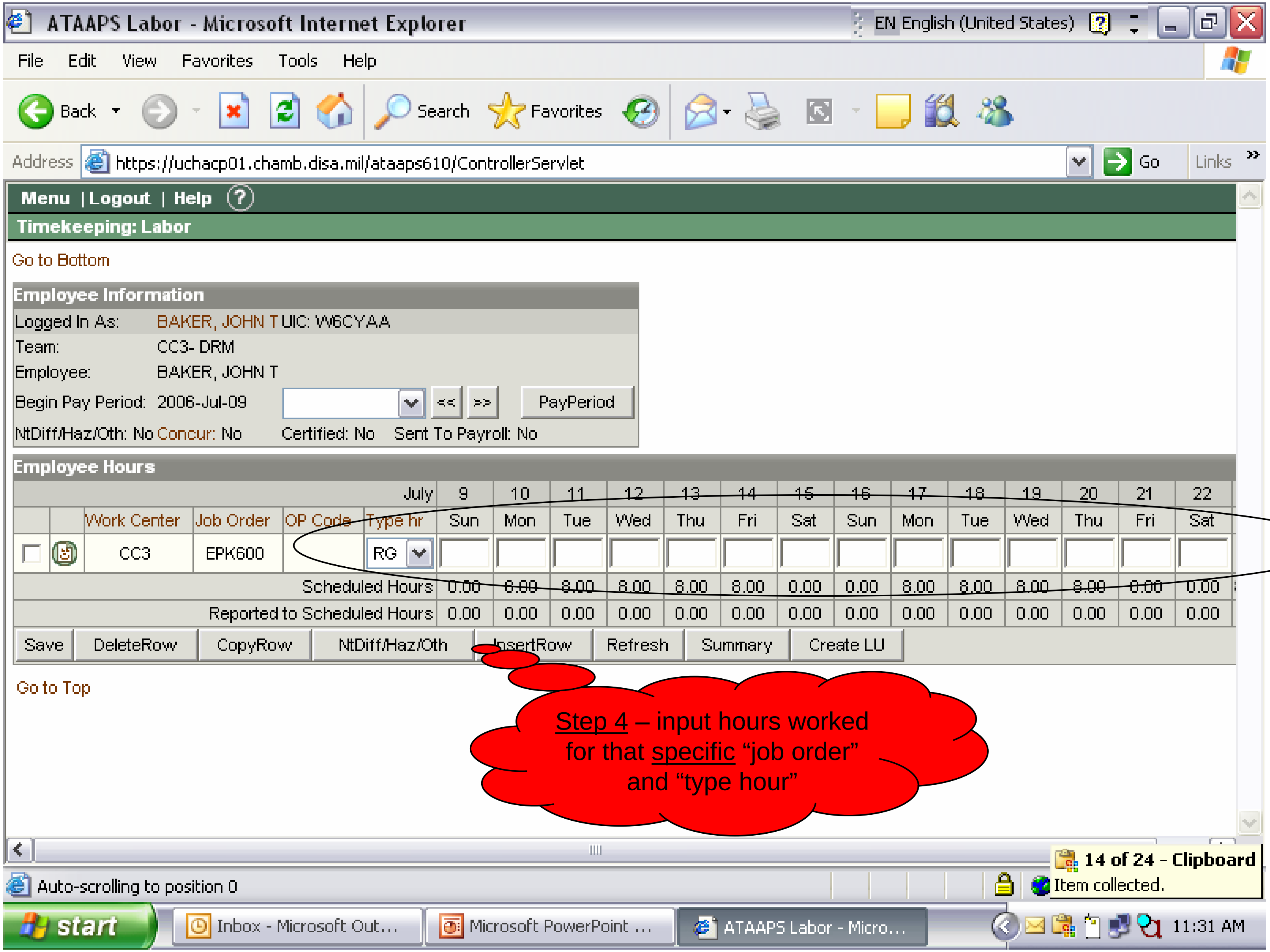
Employee Information

Logged In As: BAKER, JOHN T UIC: W6CYAA
Team: CC3- DRM
Employee: BAKER, JOHN T
Begin Pay Period: 2006-Jul-09 << >> PayPeriod
NtDiff/Haz/Oth: No Concur: No Certified: No Sent To Payroll: No

Employee Hours

					July	9	10	11	12	13	14	15	16	17	18	19	20	21	22
		Work Center	Job Order	OP Code	Type hr	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat
☐		CC3	EPK600		RG														
					Scheduled Hours	0.00	8.00	8.00	8.00	8.00	8.00	0.00	0.00	8.00	8.00	8.00	8.00	8.00	0.00
					Reported to Scheduled Hrs	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00

Step 3 – choose the type hour required


ATAAPS Labor - Microsoft Internet Explorer
EN English (United States)
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Timekeeping: Labor
Go to Bottom
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Save DeleteRow CopyRow NtDiff/Haz/Oth InsertRow Refresh Summary Create LU
Go to Top
14 of 24 - Clipboard
Item collected.
start
Inbox - Microsoft Out…
Microsoft PowerPoint …
ATAAPS Labor - Micro…
11:31 AM

https://uchacp01.chamb.disa.mil/ataaps610/ControllerServlet

Employee Information

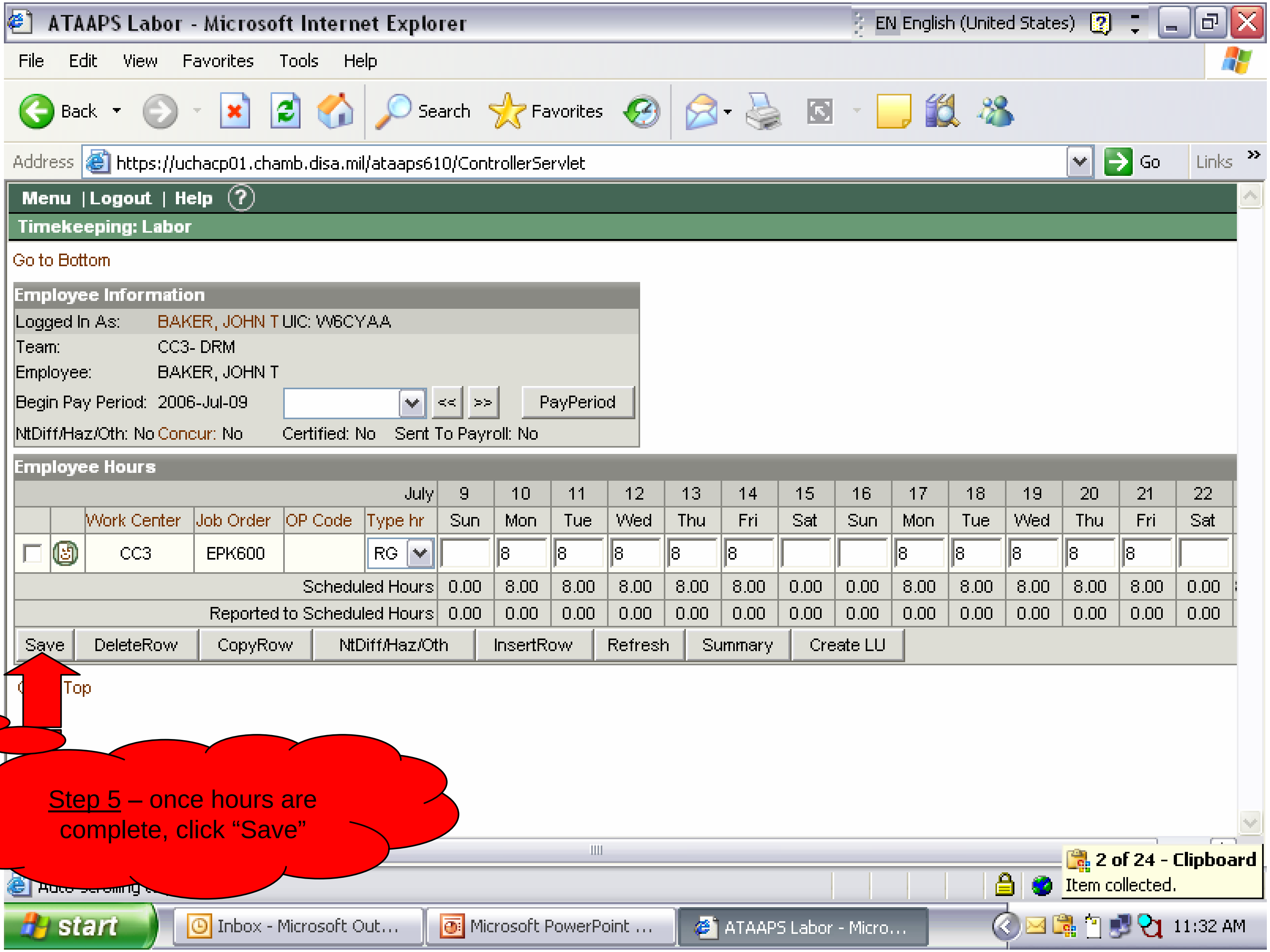
Logged In As: BAKER, JOHN T UIC: W6CYAA
Team: CC3- DRM
Employee: BAKER, JOHN T
Begin Pay Period: 2006-Jul-09
NtDiff/Haz/Oth: No Concur: No Certified: No Sent To Payroll: No

Employee Hours

					July	9	10	11	12	13	14	15	16	17	18	19	20	21	22
		Work Center	Job Order	OP Code	Type hr	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat
☐		CC3	EPK600		RG														
					Scheduled Hours	0.00	8.00	8.00	8.00	8.00	8.00	0.00	0.00	8.00	8.00	8.00	8.00	0.00	0.00
					Reported to Scheduled Hours	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00

Auto-scrolling to position 0

Step 4 – input hours worked for that specific "job order" and "type hour"


ATAAPS Labor - Microsoft Internet Explorer
File Edit View Favorites Tools Help
Back Search Favorites
Address https://uchacp01.chamb.disa.mil/ataaps610/ControllerServlet
Go Links
Menu | Logout | Help
Timekeeping: Labor
Go to Bottom
Employee Information

Logged In As: BAKER, JOHN T UIC: W6CYAA
Team: CC3- DRM
Employee: BAKER, JOHN T
Begin Pay Period: 2006-Jul-09
NtDiff/Haz/Oth: No Concur: No Certified: No Sent To Payroll: No

<< >> PayPeriod
Employee Hours

					July	9	10	11	12	13	14	15	16	17	18	19	20	21	22
		Work Center	Job Order	OP Code	Type hr	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat
☐		CC3	EPK600		RG		8	8	8	8	8			8	8	8	8	8	
					Scheduled Hours	0.00	8.00	8.00	8.00	8.00	8.00	0.00	0.00	8.00	8.00	8.00	8.00	8.00	0.00
					Reported to Scheduled Hours	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00

Save DeleteRow CopyRow NtDiff/Haz/Oth InsertRow Refresh Summary Create LU
Top
2 of 24 - Clipboard
Item collected.
start
Inbox - Microsoft Out...
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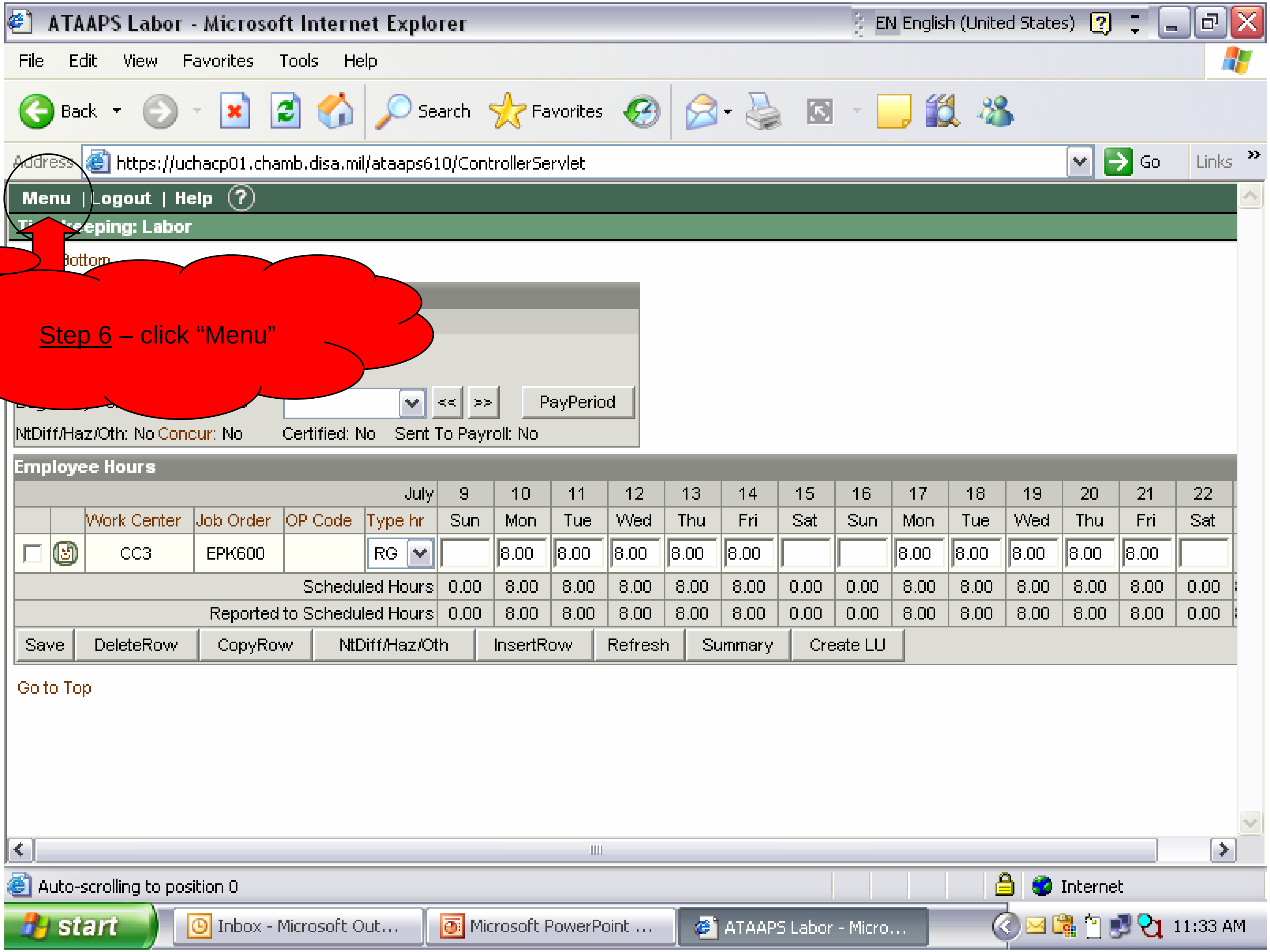
ATAAPS Labor - Micro...
11:32 AM

Step 5 – once hours are complete, click “Save”



ATAAPS Labor - Microsoft Internet Explorer
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File Edit View Favorites Tools Help
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Save DeleteRow CopyRow NtDiff/Haz/Oth InsertRow Refresh Summary Create LU
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Auto-scrolling to position 0
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Microsoft PowerPoint ...
ATAAPS Labor - Micro...
11:33 AM

https://uchacp01.chamb.disa.mil/ataaps610/ControllerServlet

Timekeeping: Labor

NtDiff/Haz/Oth: No Concur: No Certified: No Sent To Payroll: No

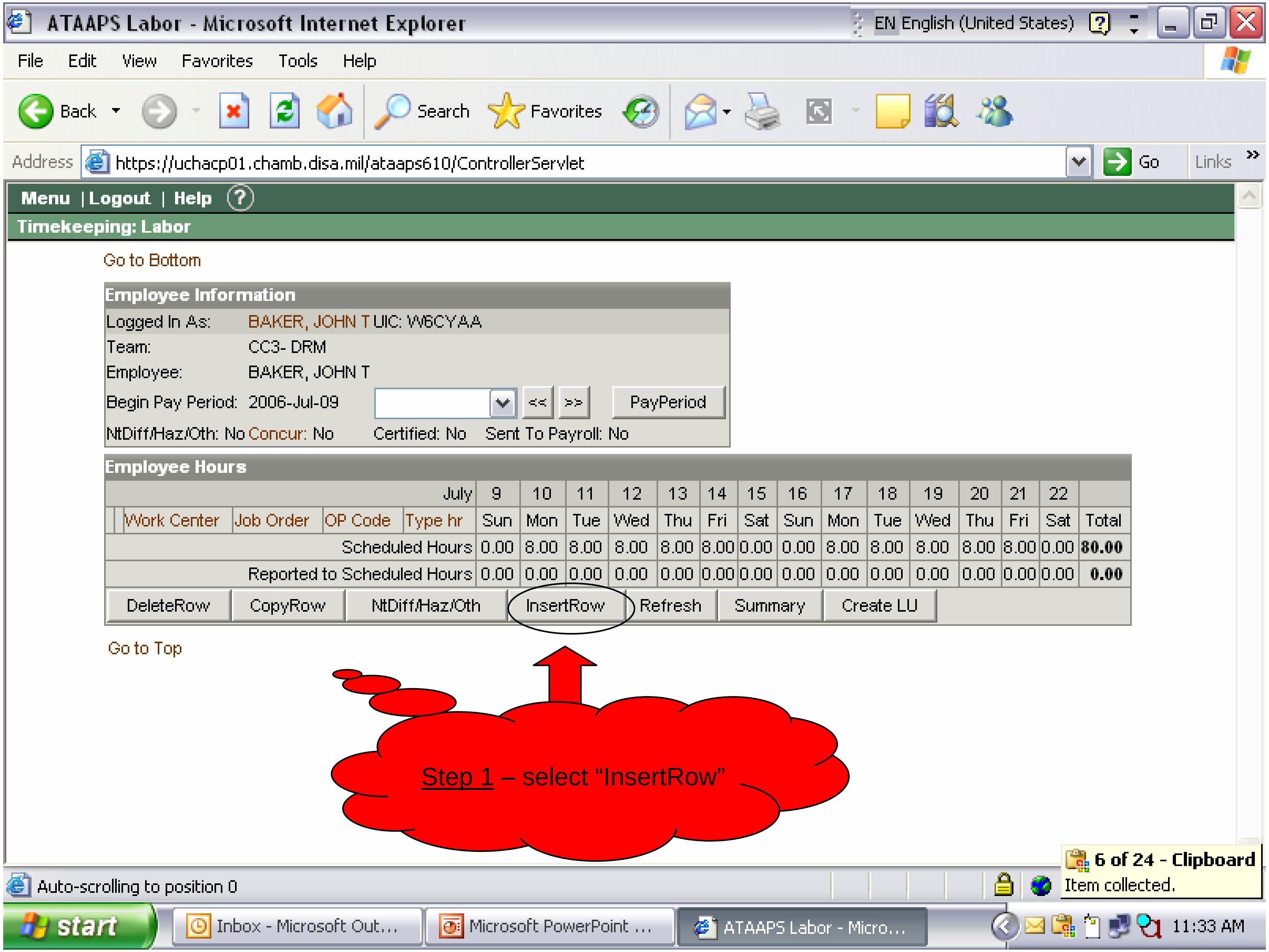
Employee Hours

					July	9	10	11	12	13	14	15	16	17	18	19	20	21	22
		Work Center	Job Order	OP Code	Type hr	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat
☐		CC3	EPK600		RG		8.00	8.00	8.00	8.00	8.00			8.00	8.00	8.00	8.00	8.00	
					Scheduled Hours	0.00	8.00	8.00	8.00	8.00	8.00	0.00	0.00	8.00	8.00	8.00	8.00	8.00	0.00
					Reported to Scheduled Hours	0.00	8.00	8.00	8.00	8.00	8.00	0.00	0.00	8.00	8.00	8.00	8.00	8.00	0.00

Step 6 – click "Menu"

Labor Input

Annual Leave Input


ATAAPS Labor - Microsoft Internet Explorer
File Edit View Favorites Tools Help
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Address https://uchacp01.chamb.disa.mil/ataaps610/ControllerServlet
Go Links
Menu | Logout | Help ?

Timekeeping: Labor

Go to Bottom

Employee Information

Logged In As:	BAKER, JOHN T UIC: W6CYAA
Team:	CC3- DRM
Employee:	BAKER, JOHN T
Begin Pay Period:	2006-Jul-09

<< >> PayPeriod

NtDiff/Haz/Oth: No Concur: No Certified: No Sent To Payroll: No

Employee Hours

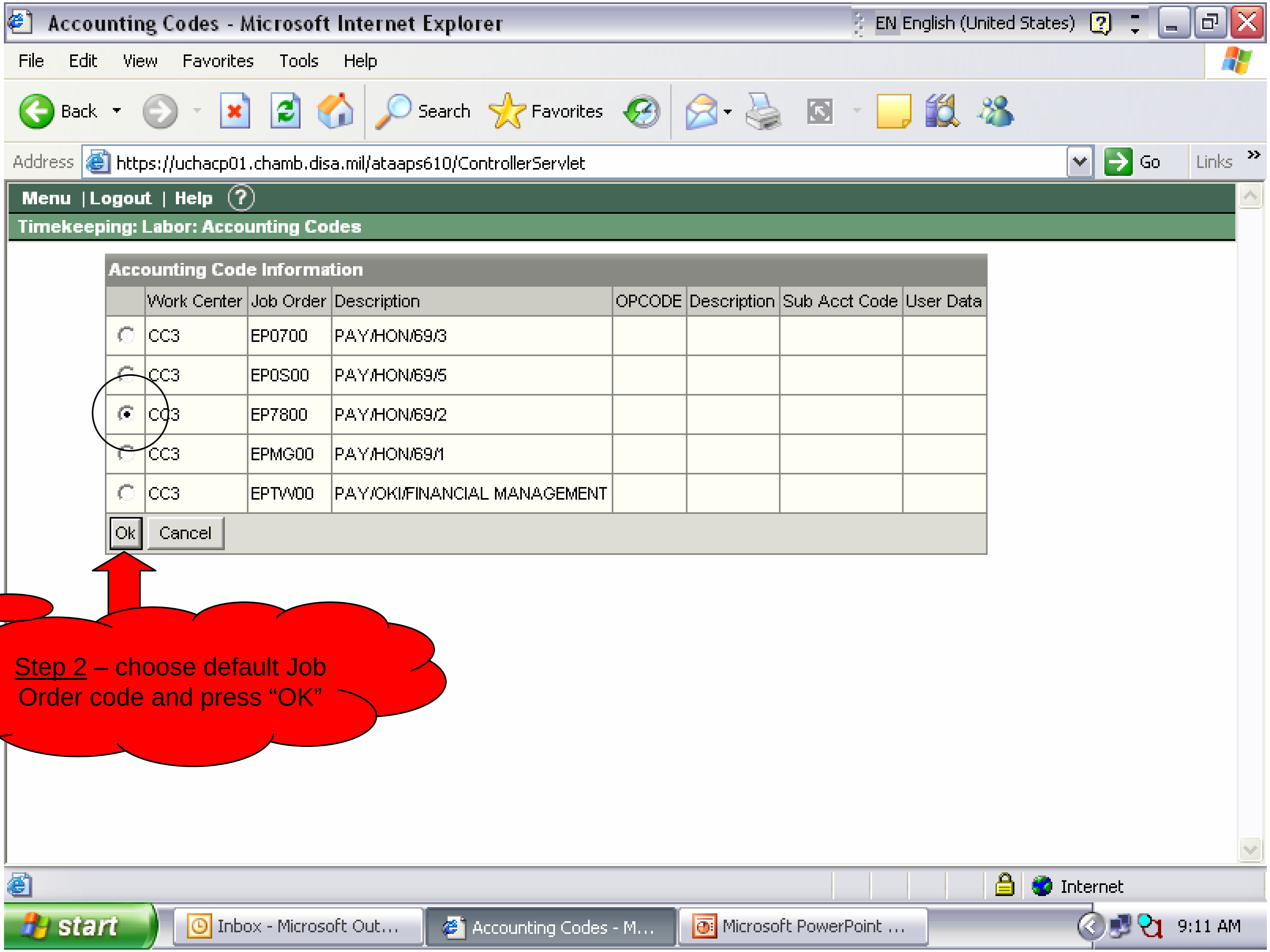
				July	9	10	11	12	13	14	15	16	17	18	19	20	21	22	
Work Center	Job Order	OP Code	Type hr		Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Total
				Scheduled Hours	0.00	8.00	8.00	8.00	8.00	8.00	0.00	0.00	8.00	8.00	8.00	8.00	8.00	0.00	**80.00**
				Reported to Scheduled Hours	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	**0.00**

DeleteRow CopyRow NtDiff/Haz/Oth InsertRow Refresh Summary Create LU

Go to Top

Step 1 – select “InsertRow”

6 of 24 - Clipboard
Item collected.
Auto-scrolling to position 0
start
Inbox - Microsoft Out...
Microsoft PowerPoint ...
ATAAPS Labor - Micro...
11:33 AM


Accounting Codes - Microsoft Internet Explorer
EN English (United States)
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Inbox - Microsoft Out...
Accounting Codes - M...
Microsoft PowerPoint ...
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https://uchacp01.chamb.disa.mil/ataaps610/ControllerServlet

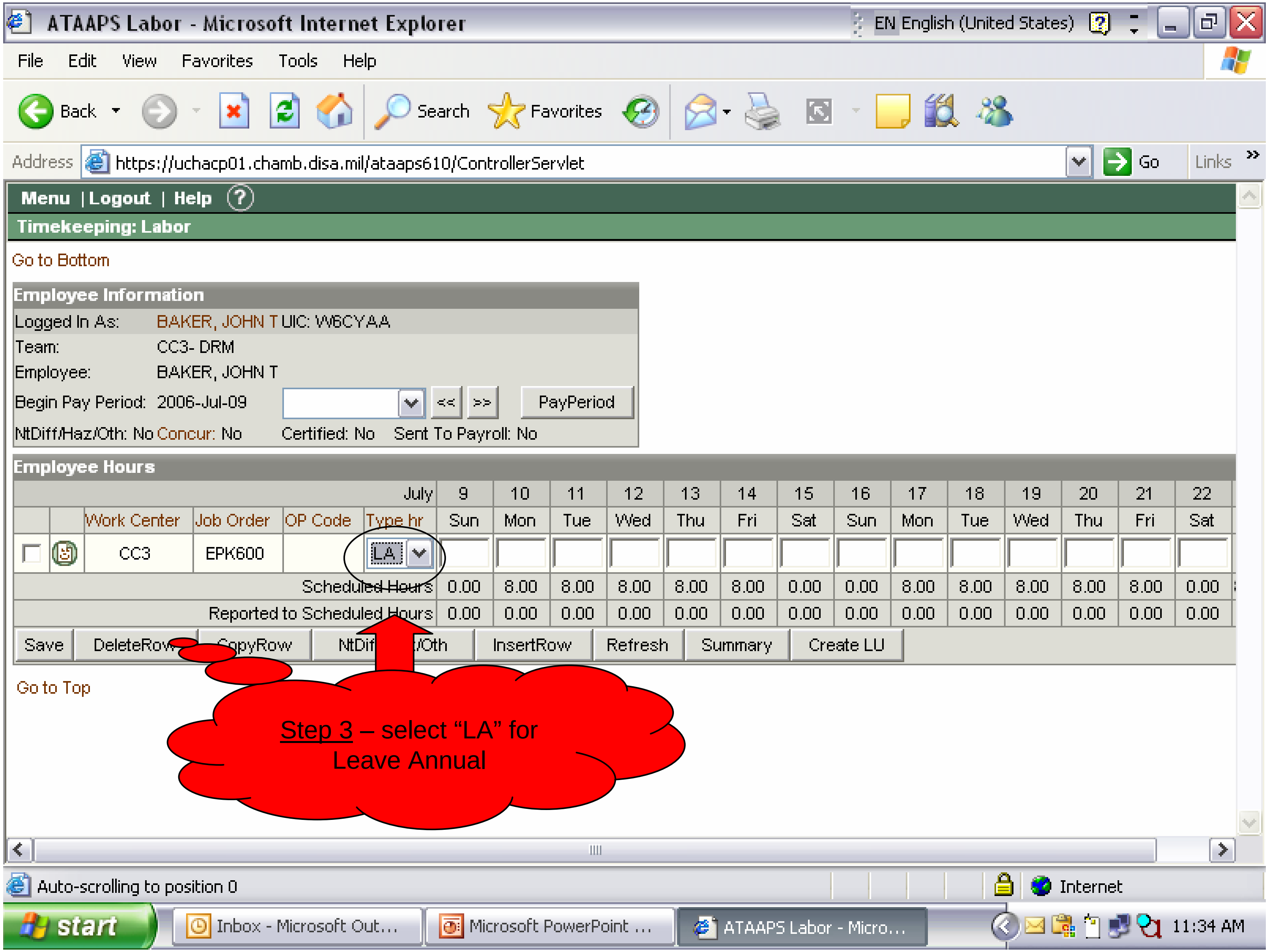
Timekeeping: Labor: Accounting Codes

Accounting Code Information

	Work Center	Job Order	Description	OPCODE	Description	Sub Acct Code	User Data
○	CC3	EP0700	PAY/HON/69/3				
○	CC3	EP0S00	PAY/HON/69/5				
●	CC3	EP7800	PAY/HON/69/2				
○	CC3	EPMG00	PAY/HON/69/1				
○	CC3	EPTW00	PAY/OKI/FINANCIAL MANAGEMENT				

Ok Cancel

Step 2 – choose default Job Order code and press “OK”


ATAAPS Labor - Microsoft Internet Explorer
EN English (United States)
File Edit View Favorites Tools Help
Back Search Favorites
Address https://uchacp01.chamb.disa.mil/ataaps610/ControllerServlet
Go Links
Menu | Logout | Help
Timekeeping: Labor
Go to Bottom
<< >> PayPeriod
Save DeleteRow CopyRow NtDiff/Haz/Oth InsertRow Refresh Summary Create LU
Go to Top
Auto-scrolling to position 0
Internet
start Inbox - Microsoft Out... Microsoft PowerPoint ... ATAAPS Labor - Micro...
11:34 AM

Employee Information

Logged In As: BAKER, JOHN T UIC: W6CYAA

Team: CC3- DRM

Employee: BAKER, JOHN T

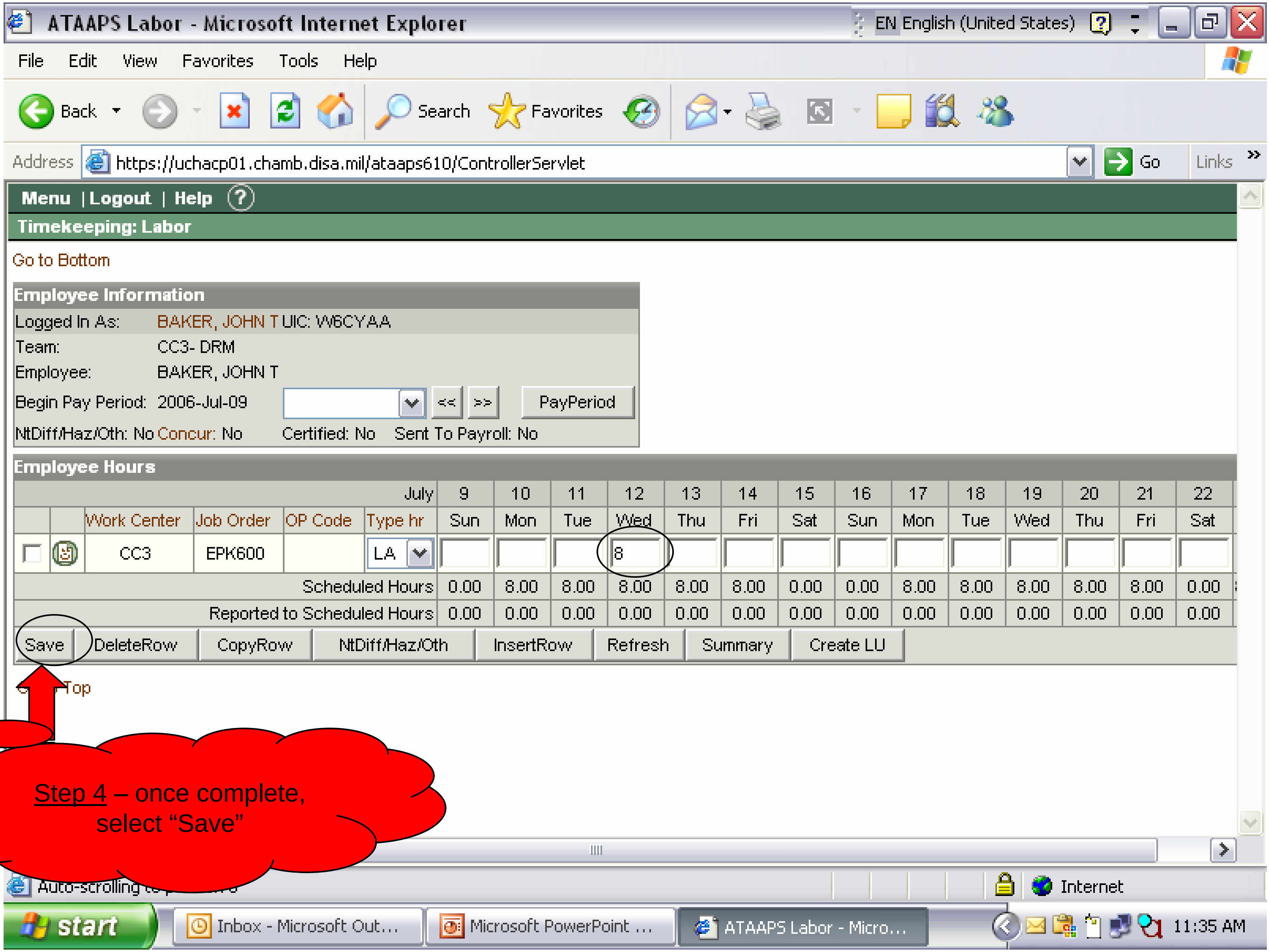
Begin Pay Period: 2006-Jul-09

NtDiff/Haz/Oth: No Concur: No Certified: No Sent To Payroll: No

Employee Hours

					July	9	10	11	12	13	14	15	16	17	18	19	20	21	22
		Work Center	Job Order	OP Code	Type hr	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat
☐		CC3	EPK600		LA														
					Scheduled Hours	0.00	8.00	8.00	8.00	8.00	8.00	0.00	0.00	8.00	8.00	8.00	8.00	8.00	0.00
					Reported to Scheduled Hours	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00

Step 3 – select “LA” for Leave Annual


ATAAPS Labor - Microsoft Internet Explorer
EN English (United States)
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Go to Bottom
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Microsoft PowerPoint ...
ATAAPS Labor - Micro...
11:35 AM

Timekeeping: Labor

Employee Information

Logged In As: BAKER, JOHN T UIC: W6CYAA
Team: CC3- DRM
Employee: BAKER, JOHN T
Begin Pay Period: 2006-Jul-09
NtDiff/Haz/Oth: No Concur: No Certified: No Sent To Payroll: No

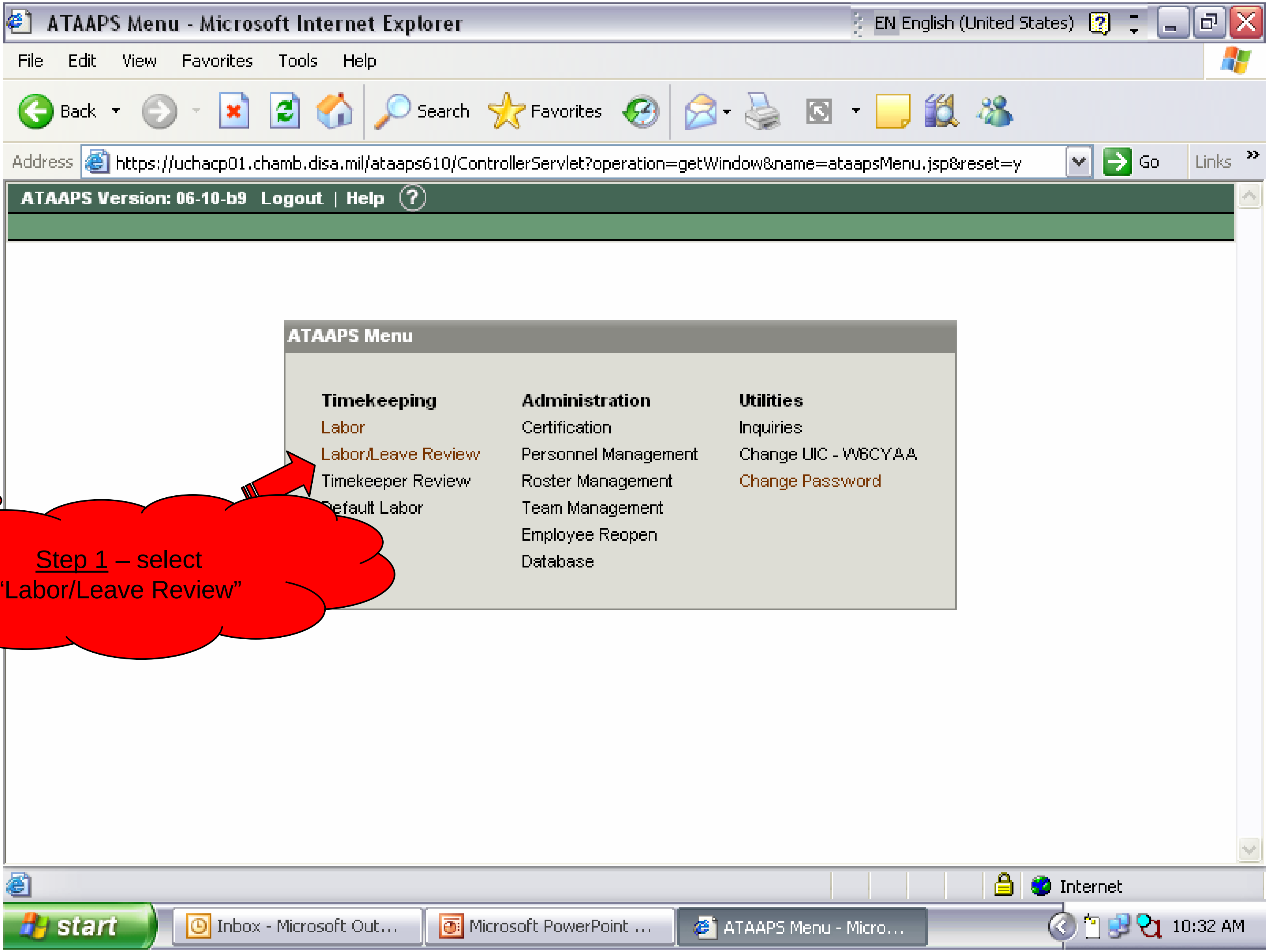
Employee Hours

					July	9	10	11	12	13	14	15	16	17	18	19	20	21	22
		Work Center	Job Order	OP Code	Type hr	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat
☐		CC3	EPK600		LA				8										
					Scheduled Hours	0.00	8.00	8.00	8.00	8.00	8.00	0.00	0.00	8.00	8.00	8.00	8.00	8.00	0.00
					Reported to Scheduled Hours	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00

Step 4 – once complete, select "Save"

Labor Input

Submitting your Time Sheet


ATAAPS Menu - Microsoft Internet Explorer
EN English (United States)
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ATAAPS Version: 06-10-b9 Logout | Help ?
ATAAPS Menu
Timekeeping
Labor
Labor/Leave Review
Timekeeper Review
Default Labor
Administration
Certification
Personnel Management
Roster Management
Team Management
Employee Reopen
Database
Utilities
Inquiries
Change UIC - W6CYAA
Change Password
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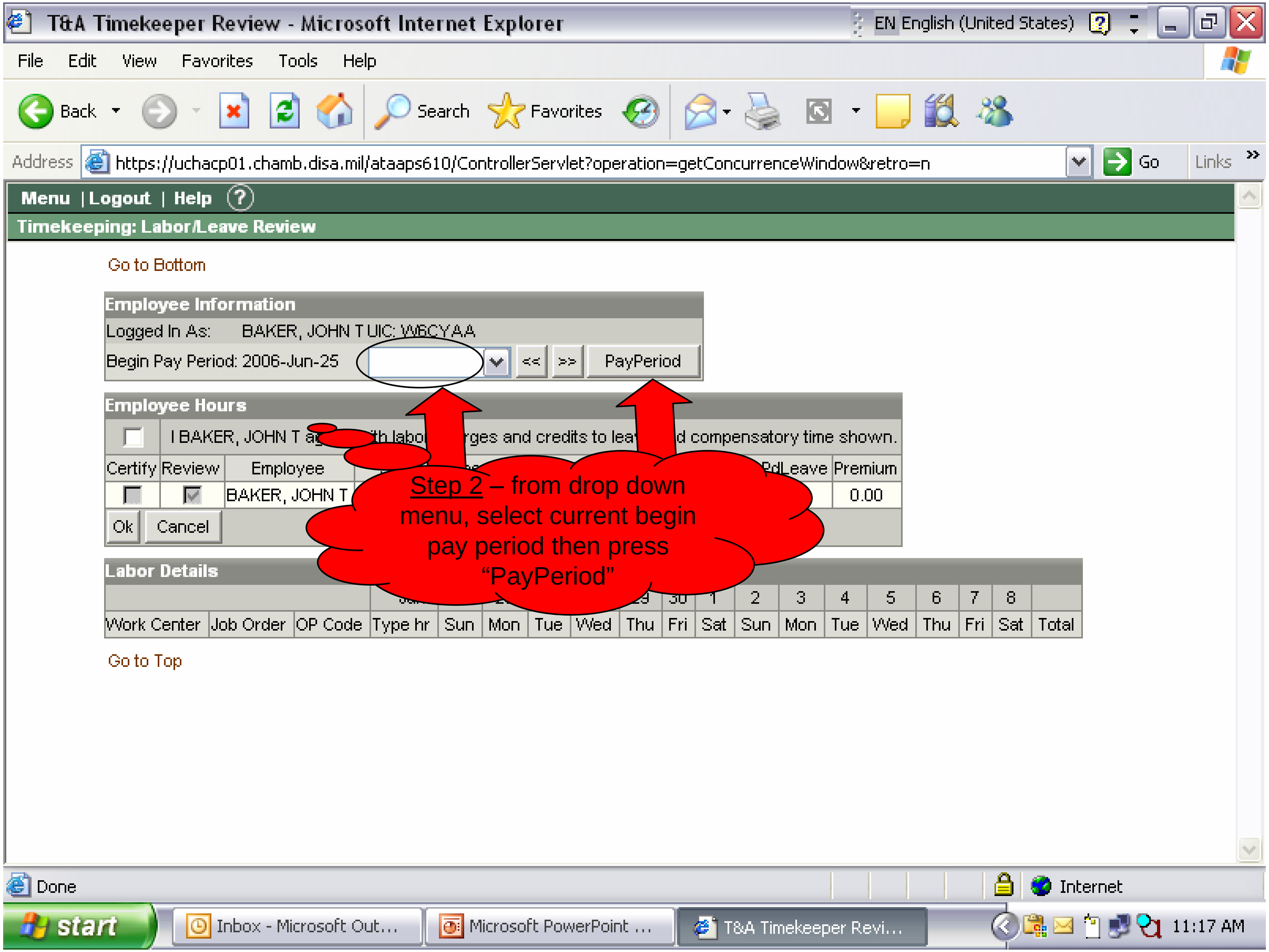
Microsoft PowerPoint …
ATAAPS Menu - Micro…
10:32 AM

Step 1 – select “Labor/Leave Review”


T&A Timekeeper Review - Microsoft Internet Explorer
EN English (United States)
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11:17 AM

https://uchacp01.chamb.disa.mil/ataaps610/ControllerServlet?operation=getConcurrenceWindow&retro=n

Timekeeping: Labor/Leave Review

Go to Bottom

Employee Information

Logged In As: BAKER, JOHN T UIC: W6CYAA

Begin Pay Period: 2006-Jun-25 [ ] << >> PayPeriod

Employee Hours

☐ I BAKER, JOHN T a th labo rges and credits to lea d compensatory time shown.

Certify	Review	Employee	PdLeave	Premium
☐	☑	BAKER, JOHN T		0.00

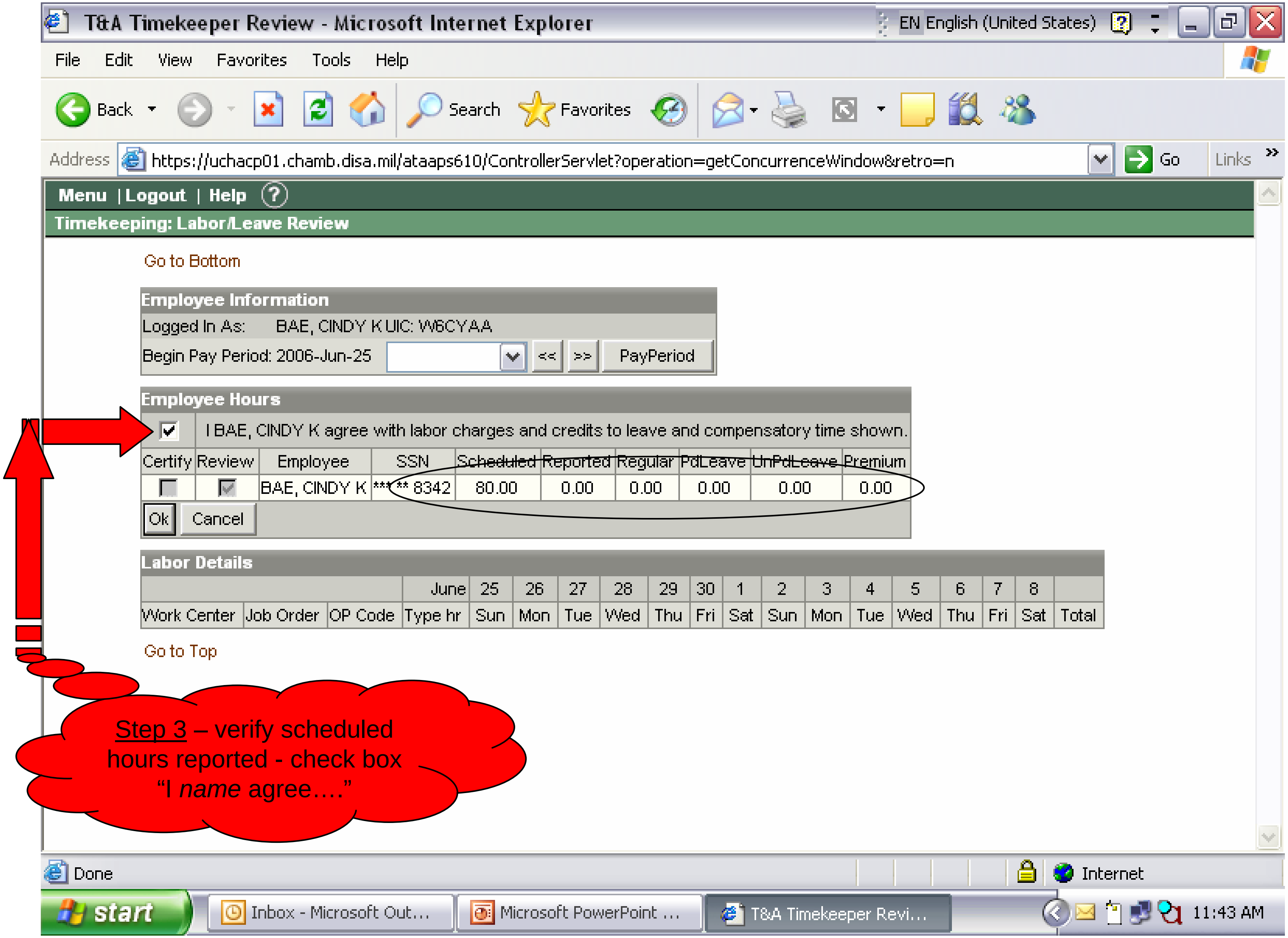
Ok Cancel

Labor Details

			Ju		2			29	30	1	2	3	4	5	6	7	8	
Work Center	Job Order	OP Code	Type hr	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Total

Go to Top

Step 2 – from drop down menu, select current begin pay period then press "PayPeriod"


T&A Timekeeper Review - Microsoft Internet Explorer
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Microsoft PowerPoint …
T&A Timekeeper Revi…
11:43 AM

https://uchacp01.chamb.disa.mil/ataaps610/ControllerServlet?operation=getConcurrenceWindow&retro=n

Timekeeping: Labor/Leave Review

Go to Bottom

Employee Information

Logged In As: BAE, CINDY K UIC: W6CYAA

Begin Pay Period: 2006-Jun-25 << >> PayPeriod

Employee Hours

☑ I BAE, CINDY K agree with labor charges and credits to leave and compensatory time shown.

Certify	Review	Employee	SSN	Scheduled	Reported	Regular	PdLeave	UnPdLeave	Premium
☐	☑	BAE, CINDY K	*** ** 8342	80.00	0.00	0.00	0.00	0.00	0.00

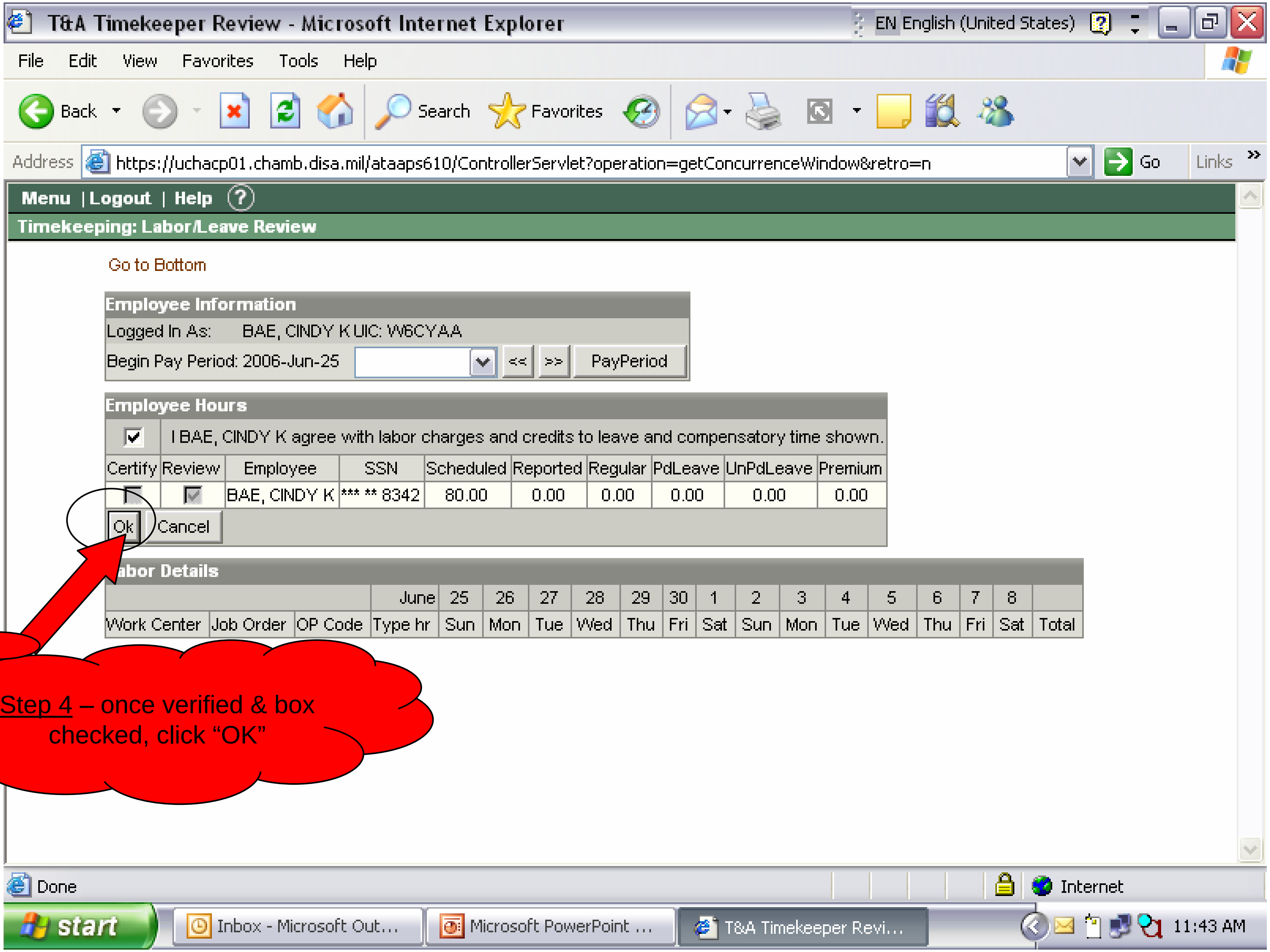
Ok Cancel

Labor Details

			June	25	26	27	28	29	30	1	2	3	4	5	6	7	8	
Work Center	Job Order	OP Code	Type hr	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Total

Go to Top

Step 3 – verify scheduled hours reported - check box "I *name* agree…."


T&A Timekeeper Review - Microsoft Internet Explorer
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T&A Timekeeper Revi...
11:43 AM

https://uchacp01.chamb.disa.mil/ataaps610/ControllerServlet?operation=getConcurrenceWindow&retro=n

Timekeeping: Labor/Leave Review

Go to Bottom

Employee Information

Logged In As: BAE, CINDY K UIC: W6CYAA

Begin Pay Period: 2006-Jun-25 [▾] << >> PayPeriod

Employee Hours

☑ I BAE, CINDY K agree with labor charges and credits to leave and compensatory time shown.

Certify	Review	Employee	SSN	Scheduled	Reported	Regular	PdLeave	UnPdLeave	Premium
☐	☑	BAE, CINDY K	*** ** 8342	80.00	0.00	0.00	0.00	0.00	0.00

Ok Cancel

abor Details

			June	25	26	27	28	29	30	1	2	3	4	5	6	7	8	
Work Center	Job Order	OP Code	Type hr	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Total

Step 4 – once verified & box checked, click “OK”